



Job Opportunity

State Controller's Office

Position: Key Data Supervisor I
Evening Shift 10:00 a.m. - 6:00 p.m.

Statewide

Location: Administration and Disbursements Division
3301 C Street, Sacramento, CA 95816

Issue Date: June 27, 2007

Final Filing Date: July 11, 2007

Contact/Telephone:
Coleen Kimler, (916) 323-2923

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority.

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1420-002

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by a Key Data Supervisor II, plan and supervise the activity of the early shift employees who are responsible for key entering paper documents and meeting established work deadlines. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Supervise and train Key Data Operators to key and verify paper documents;
- Consult with staff on operational problems and provide standards for uniform work methods;
- Ensure staff production levels are maintained;
- Input processing commands on the designated console PC;
- Manage and transfer data from multiple directories;
- Transmit data to the Teale Data Center using console commands;
- Input productivity data into the appropriate database;
- Prepare and maintain reports required by management, including, but not limited to, statistical reports and backlog reports;
- Submit reports in a timely manner;
- Maintain employee daily attendance and work records;
- Report each employee's time worked and/or used on a daily basis;
- Route the timesheet (STD 634) to each employee for signature on a monthly basis;
- Monitor employee attendance and work performance;
- Write Probation Reports, Individual Development Plans, Corrective Actions and review with the employee;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Gather workload counts and staff irregularities for daily/weekly reports via e-mail;
- Make suggestions to immediate supervisor for any changes that might be needed;
- Place updated material into operator binders;
- Allocate work assignments to the operators;
- Log appropriate information into the logbooks or log sheets for each job order type;
- Assign job names and batch identifications to batches in process;
- Record job information in the appropriate logbook or log sheet when the job is completed;
- Adhering to State Controller's safety guidelines, ensure employees' safety while entering and exiting the building during non-business hours;
- Resolve operational issues with clients and/or supervisors.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Coleen Kimler